

## Job Description

---

**Job title:** Invigilator

**Main purpose of job:** To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Plume Academy regulations and instructions. To have a key role in upholding the integrity and security of the examination/assessment process.

**Department:** Examinations

**Location:** Fambridge Road

**Position reports to:** Examinations Officer

**Position is responsible for:** N/A

**Length of contract:** Casual

**Salary:** £11.44 per hour plus Annual Leave Entitlement

### Key Responsibilities and Accountabilities

#### Main Duties:

##### Before exams

- report to and be briefed by the exams officer prior to each exam session
- keep confidential exam question papers and materials secure before, during and after exams
- ensure exam rooms are set up according to the requirements
- admit candidates into exam rooms under formal exam conditions
- identify candidates and seat candidates according to the required arrangements
- distribute the correct question papers and exam materials to candidates
- deal with candidate questions

##### During exams

- supervise and observe candidates at all times and be vigilant throughout exams
- keep disruption in exam rooms to a minimum
- deal with emergencies or irregularities effectively
- record/report any incidents, disruption or irregularities
- deal with candidate questions according to the regulations

##### After exams

- collect exam scripts and exam materials
- securely return all exam scripts and exam materials to the exams officer

##### Other tasks

- undertake training, update and review sessions as required
- (prior to invigilating any exam in a new academic year) Undertake relevant online invigilator training and assessment for that academic year
- undertake, where required and where able, other duties requested by the exams officer, for example:
- centre supervision of exam timetable clash candidates between exam sessions

- facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
- other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'.

### **General requirements**

- experience of invigilation is not required as training in the role and duties of an Invigilator will be provided.
- Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.
- Invigilators are required to confirm their availability in advance of main exam periods.
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times.

An ideal candidate will:

- be reliable, flexible and readily available during main exam periods.
- have effective communication skills and good interpersonal skills.
- work well as part of a team.
- be confident and a reassuring presence to candidates in exam rooms.
- be able to give instructions and manage situations involving different groups of people.
- have basic IT skills (familiar with use of email, mobile phone messaging etc).

General

- to participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- to comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- ensure that all duties and services provided are in accordance in the Academy's Equal Opportunities Policy.

**The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment**

**Date of next review:** Annually in line with the PMR process.

<b>Person Specification - Qualifications and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Educated to Level 2 standard of education		<input type="checkbox"/>
Evidence of further professional study		<input type="checkbox"/>
Good level of understanding of ICT in Microsoft packages		<input type="checkbox"/>
High standards of achievement and professionalism	<input type="checkbox"/>	
Excellent communication skills both written and oral and the ability to communicate effectively with students and staff	<input type="checkbox"/>	
Experience of responsibility in a pastoral area		<input type="checkbox"/>
<b>Knowledge, Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>
Thinking creatively to anticipate and solve problems	<input type="checkbox"/>	
Organisational and planning skills including prioritisation of tasks	<input type="checkbox"/>	
Ability to work as part of a team and on own initiative and with resilience	<input type="checkbox"/>	
Staying calm and cheerful when working under pressure	<input type="checkbox"/>	
Sharing and contributing to the aims and ethos of Plume Academy including a positive attitude to working with people with disabilities	<input type="checkbox"/>	
Commitment to the personal development of all students, staff and self	<input type="checkbox"/>	
Knowledge and understanding of safeguarding issues	<input type="checkbox"/>	
Ability to involve teachers, pupils, and other stakeholders constructively in assisting with pupil needs	<input type="checkbox"/>	
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Treats people fairly, equitably and with respect to maintaining positive working relationships	<input type="checkbox"/>	
Ability to maintain trust and be highly respected by staff	<input type="checkbox"/>	
Has high expectations and shows a passionate commitment to developing the best in young people	<input type="checkbox"/>	
A creative and imaginative thinker who has the ability to identify innovative solutions to problems		<input type="checkbox"/>
High level of communication skills both written and verbal and ability to address a range of audiences	<input type="checkbox"/>	
Commitment to safe-guarding and promoting the welfare of young people	<input type="checkbox"/>	
Flexible and adaptable	<input type="checkbox"/>	